

A REGULAR MEETING OF THE FAUQUIER COUNTY BOARD OF SUPERVISORS WAS HELD APRIL 17, 2000 AT 1:00 P.M. IN WARRENTON, VIRGINIA

P R E S E N T Mr. Larry L. Weeks, Chairman; Mr. Joe Winkelmann, Vice Chairman; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham; Mr. G. Robert Lee, County Administrator; Mr. Paul S. McCulla, County Attorney

AGENDA REVIEW

Members of the Board of Supervisors held a work session to review the Agenda.

CLOSED MEETING

Mr. Winkelmann moved to go into a closed meeting pursuant to Virginia Code Section 2.1-344(A)(1) for discussion of personnel matters and Section 2.1-344(A)(7) for consultation with legal counsel regarding potential litigation. Mr. Graham seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

Upon reconvening from the closed meeting, Mr. Winkelmann moved to adopt the following certification. Mr. Graham seconded, and the vote for the motion was unanimous as follows:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Fauquier County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law; now, therefore, be it

RESOLVED this 17th day of April 2000, That the Fauquier County Board of Supervisors certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Fauquier County Board of Supervisors.

VOTE:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Absent During Meeting: None

The meeting was reconvened in Regular Session at 6:30 p.m. in the Warren Green Meeting Room.

ADOPTION OF THE AGENDA

Mr. Winkelmann moved to adopt the Agenda subject to removing from the Consent Agenda for discussion A Resolution Directing the County Administrator to Schedule a Public Hearing on Proposed Ordinance Amending the Code of Fauquier County by Adding Section 15-20 Requiring Applicants for Concealed Weapons Permits to Submit to Fingerprinting to Obtain the Applicant's Criminal History Record and A Resolution to Forward Amendments to Section 6-102(11) of the Fauquier County Zoning Ordinance to Prohibit Parking of Commercial Vehicles with a Capacity of Greater Than One and One-Half Ton and Tractor Trailers on Parcels of Five or Fewer Acres in the RA and RC Zones to the Planning Commission for Public Hearing. Mr. Graham seconded, and the vote for the motion was 4 to 1 as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Mr. Raymond Graham

Nays: None

Absent During Vote: Ms. Sharon McCamy

Abstention: None

CITIZENS TIME

- Jim Stone, representing Citizens for Fauquier County, spoke in support of the recommendation of the Architectural Review Board to apply for a grant to survey the County's historical resources.
- Moses Thompson, representing the Mosby Heritage Area, reviewed the findings in the booklet "Profiting from Preservation" and spoke in support of the grant to survey the County's historical resources.

CONSENT AGENDA

Mr. Winkelmann moved to adopt the following Consent Agenda items. Mr. Atherton seconded, and the vote for the motion was 4 to 1 as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Mr. Raymond Graham

Nays: None

Absent During Vote: Ms. Sharon McCamy

Abstention: None

Approval of the Minutes of the March 20, 2000 and April 3, 2000 Regular Meetings

A Resolution to Authorize the County Administrator to Execute All Necessary Documents to Dedicate the Landfill Access Road to the Virginia Department of Transportation

RESOLUTION

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR

TO EXECUTE ALL NECESSARY DOCUMENTS TO DEDICATE

THE LANDFILL ACCESS ROAD TO PUBLIC USE

WHEREAS, the Board of Supervisors desires to have improvements made to a street shown on the plat titled "Right of Way Dedication on the Property of the County of Fauquier" dated November 9, 1999; and

WHEREAS, the Resident Engineer for the Virginia Department of Transportation has advised this Board that the street will be improved to meet the public street requirements established by the Virginia Department of Transportation; and

WHEREAS, the above street serves a genuine public need; and

WHEREAS, the Board of Supervisors desires to dedicate this street to public use to permit the street to be improved; and

WHEREAS, the Board of Supervisors intends, following such improvements, to request that this street be added to the Secondary Highway System; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 17th day of April 2000, That the County Administrator be, and is hereby, authorized to execute all necessary documents to dedicate the road shown on the aforementioned plat to public use.

A Resolution to Authorize the County Administrator to Execute a Custody and Revenue Statement for Property to be Acquired by the County from the National Park Service

RESOLUTION

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR

TO EXECUTE A CUSTODY AND REVENUE STATEMENT FOR

PROPERTY TO BE ACQUIRED BY THE COUNTY

FROM THE NATIONAL PARK SERVICE

WHEREAS, the National Park Service intends to convey title to 18.5 acres of Federal Surplus Property known as Parcel 13, Vint Hill Farms Military Reservation, for public park purposes; and

WHEREAS, the National Park Service has requested that the County execute the attached "Custody and Revenue Statement" pending the transfer of title; and

WHEREAS, the above property is improved by a gymnasium, theater and sports fields which are of high recreational value to the County and is currently in use for recreational purposes; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 17th day of April 2000, That the County Administrator be, and is hereby, authorized to execute the Custody and Revenue Statement requested by the National Park Service pending receipt of documents transferring title to the property.

A Resolution to Authorize the Chairman to Sign a Letter of Endorsement for the American Farmland Trust Virginia Rural Lands Program

RESOLUTION

A RESOLUTION TO AUTHORIZE THE CHAIRMAN TO SIGN

A LETTER OF ENDORSEMENT FOR THE AMERICAN

FARMLAND TRUST VIRGINIA RURAL LANDS PROGRAM

Be It Resolved by the Fauquier County Board of Supervisors this 17th day of April 2000, That the Chairman is hereby authorized to sign a letter of endorsement for the Virginia Rural Lands Program.

Open Space Commitment – Andrew B. and Dacy C. Bellingham and Doris B. Cox

RESOLUTION

A RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER

INTO OPEN SPACE COMMITMENT WITH LANDOWNER

WHEREAS, Fauquier County has established a special land assessment program for the preservation of real estate devoted to open space pursuant to Section 58.1-3233 of the Code of Virginia, 1950, as amended; and

WHEREAS, a landowner may qualify for the special land assessment program for the preservation of open space upon the execution and recordation of a written open space use commitment between the landowner and the Board of Supervisors; and

WHEREAS, to qualify for the special land assessment program for the preservation of open space the real estate to be entered into the program must meet the general and specific standards

promulgated by the Director of the Department of Conservation and Historic Resources as set forth in the Manual of the State Land Evaluation Advisory Council (1992); and

WHEREAS, the hereinafter identified landowners have requested that the Board of Supervisors enter into an Open Space Use Agreement for the preservation of certain land owned by them for the purposes of qualifying for the special land assessment program under the open space category; and

WHEREAS, the Board of Supervisors, by adoption of this resolution, has determined that the hereinafter described land meets the general and specific standards as promulgated by the Director of the Department of Conservation and Historic Resources for entering into a Open Space Use Agreement committing the landowner not to change the use of the land to a non-qualifying use for a time period of eight years; now, therefore, be it

RESOLVED by the Board of Supervisors of Fauquier County this 17th day of April, 2000, That the chairman be, and is hereby, authorized to execute, on behalf of the Board of Supervisors, an Open Space Use Agreement with the hereinafter identified landowners:

<i>NAME</i>	<i>IDENTIFICATION</i>	<i>ACREAGE</i>
Bellingham, Andrew B. and Dacy C.	6022-84-1922-000 1316 Deep Run Ln. Reston, VA 20190-3908	42.3325
Cox, Doris B.	7914-85-1703-000 4182 Ringwood Rd. Nokesville, VA 20181-3547	40.0

; and, be it

RESOLVED FURTHER, That upon execution and recordation of the agreement that the described real estate shall be eligible for classification as Open Space under the Fauquier County Special Land Assessment Program.

A RESOLUTION TO COMPENSATE BRUCE CASNER FOR THE ALLEGED DAMAGE TO HIS LAND AND HOME AS A RESULT OF THE OPERATION OF THE COUNTY LANDFILL

Mr. Graham moved to table, until the May 1, 2000 meeting, a decision on a request from Bruce Casner for compensation for alleged damage to his land and home as a result of the operation of the County landfill. Mr. Winkelmann seconded, and the vote for the motion was 4 to 1 as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Mr. Raymond Graham

Nays: None

Absent During Vote: Ms. Sharon McCamy

Abstention: None

**A RESOLUITON TO AUTHORIZE THE DEPARTMENT OF COMMUNITY
DEVELOPMENT TO APPLY TO THE VIRGINIA DEPARTMENT OF HISTORIC
RESOURCES FOR A SURVEY AND PLANNING COST SHARE PROGRAM**

Mr. Atherton moved to adopt the following resolution. Mr. Winkelmann seconded, and the vote for the motion was 4 to 1 as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Mr. Raymond Graham

Nays: None

Absent During Vote: Ms. Sharon McCamy

Abstention: None

RESOLUTION

A RESOLUTION TO AUTHORIZE THE DEPARTMENT OF COMMUNITY

DEVELOPMENT TO APPLY TO THE VIRGINIA DEPARTMENT OF

HISTORIC RESOURCES FOR A SURVEY AND PLANNING COST SHARE PROGRAM

WHEREAS, the Commonwealth of Virginia provides strong inducement to local governments to develop cultural resource data bases, including surveys of historic resources, local preservation plans and National Register nominations in which the costs are shared by the locality and the Virginia Department of Historic Resources, typically on a 50/50 match basis; and

WHEREAS, grant proposals must be submitted to the Department of Historic Resources by the first week in May; and

WHEREAS, the Fauquier County Architectural Review Board, in meeting assembled on 5 April 2000, voted unanimously to exhort the Board of Supervisors to move with expedition to prepare and submit a survey and planning cost share program proposal to the Department of Historic Resources; and

WHEREAS, the proposed cooperative program with the Department of Historic Resources is crucial to progress on two of the Board of Supervisors adopted Top Ten Priorities, to wit:

Develop a plan to identify and preserve Fauquier County's historic resources.

Begin implementation of Chapter 8 of the Comprehensive Plan to realize the changes to the zoning and subdivision ordinances for RA and RC development; explore the feasibility of PDR's, particularly in relationship to any state legislation that might be forthcoming; and look into overlay districts, particularly rural historic districts, as a possible tool for rural preservation; and review Chapters 1,3,9 and 10 to insure that as individual service district plans are formulated that they are in conformance with the overall plan.; and

WHEREAS, the last state historic properties inventory in Fauquier County was completed in the 1970's and many of the historic resources were not included in the survey and many of the historic residential buildings included in the survey may have been lost over the ensuing years; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 17th day of April 2000, That the Department of Community Development be, and is hereby, authorized and directed to prepare and submit, on behalf of Fauquier County, with a local government cash match requirement not to exceed \$25,000; and, be it

RESOLVED FURTHER, That the local match limit of \$25,000 can be increased if other eligible contributions are received from the private and non-profit sector to expand the scope of the project proposal.

A RESOLUTION TO AUTHORIZE THE REVISION OF PERSONNEL POLICY SECTION #17, EMPLOYEE PERFORMANCE EVALUATION

Mr. Graham moved to adopt the following resolution. Since this resolution is recommended by the Personnel Committee, it did not require a second. The vote for the motion was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

RESOLUTION

A RESOLUTION TO AUTHORIZE THE REVISION OF PERSONNEL

POLICY SECTION #17, EMPLOYEE PERFORMANCE EVALUATION

WHEREAS, the Fauquier County Board of Supervisors recognizes the need and the importance in evaluating work performance; and

WHEREAS, both the Performance Evaluation Policy and the evaluation forms provide the means whereby the performance of each County employee is evaluated; and

WHEREAS, the Performance Evaluation Policy includes a provision stating that the County Performance Evaluation System will be evaluated periodically to ensure that the System is meeting the needs and objectives of the County, and that as a result of such an evaluation action will be taken, as necessary, to refine, alter, or otherwise improve the system; and

WHEREAS, such an evaluation was conducted of the Performance Evaluation System; and

WHEREAS, the recommended changes are contained in the revised Performance Evaluation Policy, attached hereto and dated April 17, 2000; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 17th day of April 2000, That the revisions made in Personnel Policy, Section #17, Employee Performance Evaluation, be, and are hereby, approved; and, be it

RESOLVED FURTHER, That the effective date of these revisions be April 17, 2000; and, be it

RESOLVED FINALLY, That the County Administrator, or his designee, be, and is hereby, directed to administer the revised County Performance Evaluation System in accordance with applicable Fauquier County policies and procedures.

PERSONNEL POLICY

Fauquier County, Virginia

Effective Date

Section No.	1/1/97 4/17/00
Policy Title	17 Supersedes Policy
Employee Performance Evaluation	1/7/92 1/1/97

I. **Purpose**

This section provides the procedures by which an equitable evaluation of duties and responsibilities accomplished by employees of Fauquier County will be made. This policy serves to:

- A. Increase productivity and quality of work.
- B. Foster an effective supervisor/employee partnership in order to accomplish organizational goals and objectives.
- C. Provide the means to evaluate individual performance fairly and accurately.

II. **Scope**

This policy applies to all permanent full-time and permanent part-time Fauquier County employees.

III. **Evaluation Forms**

The County Performance Evaluation forms will be used in evaluating the performance of County employees. Specialized forms may be developed by Department Heads/Constitutional Officers if the need arises. Any specialized forms must be reviewed by the Department of Personnel and approved by the County Administrator prior to official use.

IV. **The Evaluation Process**

Performance evaluation is a continuous process carried on in an atmosphere of fairness, mutual respect and meaningful communication. Frequent communication between the supervisor and employee regarding the employee's performance is intended to strengthen the supervisor/employee relationship and should result in improved performance and personnel decisions.

Immediate supervisors who leave their positions during the rating period must, prior to departure, complete a performance evaluation for each subordinate who has not received an evaluation within the previous ninety (90) days.

V. **Responsibilities**

A. Immediate supervisors (evaluators) will:

1. At the beginning of each evaluation period:

a. Review each class specification and job task listed to ensure an accurate description of the position's duties and responsibilities.

b. Identify key job performance elements for each position and assign a corresponding weight to each key element.

c. Meet with each employee to set and communicate performance

standards in writing.

~~2.~~ 3. Throughout the year:

a. Conduct progress reviews to discuss performance and to document changes as they occur.

b. Assist employees who perform below the ~~Satisfactory~~ "Meets Standards" level of performance through follow-up counseling and direct feedback.

3.2. During the evaluation process:

- a. Prepare the evaluation form.
- b. Provide the second level supervisor with the opportunity to review the evaluation form before discussing the evaluation with the employee.
- c. For any employee who receives a rating below ~~Satisfactory~~ “Meets Standards” in two or more functional areas, use a detailed memorandum to establish specific performance improvement goals and a timetable for achieving those goals.
- d. Forward completed performance evaluations to the Department of ~~Personnel~~ Human Resources.

B. Second level supervisors will:

1. Provide training to recently promoted or newly hired supervisors in how to apply this policy and in how to conduct appraisals.
- ~~2. At the beginning of each evaluation period, review key job performance elements and performance standards with the employee.~~
- 2.3. If desired, review the evaluation form and key job elements before the evaluator discusses the evaluation with the employee.
- 3.4. Sign the evaluation form after the evaluator has discussed the evaluation with the employee.

C. Employees will:

- ~~1. Actively participate in the setting of performance standards for each key job performance element.~~ individual goals for the upcoming evaluation period.
2. Advise immediate supervisor of any factors or circumstances, which the employee believes, should be considered in evaluating their performance.

D. The County will provide training to all managers, supervisors, and employees affected by this policy.

VI. **Key Job Performance Elements**

~~Key job performance~~ elements are those parts of the job that bear a significant relationship to the basic purpose of the position and the accomplishment of organization functions.

Non-managerial employees will be evaluated on twelve (12) key job elements and managerial employees will be evaluated on twenty (20) key job elements.

VII. Performance Standards

Whereas ~~key job performance~~ elements ~~are~~ state what needs to be done in a job, performance standards state how it is to be done. The standards identify the level of proficiency at which each ~~key job performance~~ element can possibly be carried out during a specified period. In setting standards, it is necessary to consider how performance will be measured. It may be based on terms of cost, timeliness, quality, quantity, accuracy, work behaviors, and/or other manners of performance which have an impact upon the work results of the department and its functions.

Performance standards must be established for each ~~key job performance~~ element at the fully successful level. The standard must be stated in writing on the evaluation form, and must be communicated to the employee at the beginning of each evaluation period, or when a change is made during the evaluation period.

VIII. Rating Levels

The Employee Performance Evaluation form provides for marking in ~~two (2)~~ six (6) distinct levels of performance for the key job elements on the evaluation form.

~~Satisfactory: Employee maintains performance levels in accordance with the established standards for the job and performs job duties at expected proficiency. Employee's work is completed with accuracy and on time, and employee works well with associates and with the public.~~

Outstanding (5 points) – Performance is consistently characterized by exceptionally high quality and quantity of work which significantly exceeds all expectations and objectives.

Exceeds Standards (4 points) – Performance is typically characterized by exceptionally high quality and quantity of work which consistently exceeds expectations and objectives.

Meets Standards (3 points) – Performance meets the full expectations of the position.

Fair (2 points) – Performance is moderately below the requirements for the position and must be improved. Counseling and an improvement plan detailing specific performance improvement goals and a timetable for achieving those goals is recommended.

Needs Improvement (1 point) – Performance is below the requirements for the position and must be improved. Counseling and a performance improvement plan (PIP) must be implemented. The employee's immediate supervisor, in consultation with the evaluator's immediate supervisor should help the employee develop his/her PIP detailing specific performance improvement goals and a timetable for achieving those goals. Two (2) successive overall evaluations of "Needs Improvement" may result in termination.

Unacceptable (0 point) – Employee is not meeting the performance standards established for his/her job. Counseling and a performance improvement plan (PIP)

must be implemented. The employee may lack the required knowledge, skills and abilities to perform the job adequately, or the employee may not understand the performance expectations associated with the job. The employee's immediate supervisor, in consultation with the evaluator's immediate supervisor, and the Personnel Director, or designee, shall help the employee develop his/her PIP goals. A timetable for achieving those goals is required. Two (2) successive overall evaluations of "Unacceptable" shall result in termination.

~~Unsatisfactory: Employee is not meeting the performance standards established for his/her job. Counseling and a performance improvement plan (PIP) must be implemented. The employee may lack the required knowledge, skills and abilities to perform the job adequately, or the employee may not understand the performance expectations associated with the job. The employee's immediate supervisor, in consultation with the evaluator's immediate supervisor, and the Personnel Director, or his designee, should help the employee develop his/her PIP.~~

IX. Timing of Evaluations

A. All employees shall be rated at least annually. The evaluation period shall be from July 1 through June 30 of each year.

B. New and recently promoted employees will be reviewed after three (3) months of employment ~~they have completed their probationary period~~. If the employee falls below the ~~Satisfactory~~ Meets Standards level in more than one area, they should be reviewed again prior to the completion of his/her probationary period on the Employee Performance Evaluation form. ~~at six months~~. Following the probationary period, the employee would be eligible for yearly merit adjustments like all other tenured employees.

C. Employees who transfer during a rating period normally will be evaluated jointly by those supervisors having responsibility over the employee during the rating period. In rating performance, consideration will be given to the employee's length of time and responsibilities under each supervisor.

D. Based upon the circumstances, and with prior approval of the reviewing supervisor and concurrence by the Director of ~~Personnel~~ Human Resources, the immediate supervisor has the option to postpone an employee's evaluation for a period not to exceed ninety (90) days. The employee must be advised in writing of the reason for the postponement, and the date that the evaluation will be completed.

E. Special additional evaluations may be scheduled and accomplished as needed by the immediate supervisor.

X. Employee Rights

Evaluation of an employee's performance is not grievable under the County Grievance Procedure. ~~except where the employee can show that the evaluation was arbitrary or capricious.~~

The content of key job performance elements and performance standards are not grievable under the County Grievance Procedure. Each employee has the right to reply in writing to the evaluator after the evaluation has been discussed with them. The employee's granting or withholding of approval will not be a prerequisite to the effective date, or substance of the evaluation, nor will any evaluation or salary increase as a result thereof be a grievable matter. Any written response by the employee will be forwarded to the second level supervisor for review, and will become part of the official personnel record, before the rating becomes final.

XI. Pay Allocation Based on Performance

~~A. The employee may be eligible to receive a merit increase in pay following a determination of an overall performance evaluation of Satisfactory. The merit increase is determined by the overall performance rating for the evaluation period, and is equivalent to a one (1) step increase within the grade.~~

~~B. The overall performance rating will be determined by the following schedule:~~

~~Overall Performance Rating~~

~~Satisfactory..... COLA & Merit~~

~~Unsatisfactory..... COLA~~

- A. An employee may be eligible to receive a merit increase of from "Unacceptable" to "Outstanding" based upon his/her overall job performance rating.
- B. An employee who receives an overall job performance rating of "Unacceptable" will not receive a merit increase.
- C. An employee may be awarded merit increases based upon the following schedule:

<u>Overall Job</u>	<u>Overall Job</u>
<u>Performance Rating</u>	<u>Performance Score</u>
<u>Outstanding</u>	<u>139-150</u>
<u>Exceeds Standards</u>	<u>109-138</u>
<u>Meets Standards</u>	<u>79-108</u>
<u>Fair</u>	<u>49 - 78</u>
<u>Needs Improvement</u>	<u>28 - 48</u>
<u>Unacceptable</u>	<u>0 - 27</u>

- D. In order for an employee to be eligible to receive an "Outstanding" merit increase, the Department Head/Constitutional Officer must submit a formal, written request to the

County Administrator.1. The request must provide documentation justifying the "Outstanding"

merit increase. The documentation will be in addition to the descriptive explanations in the performance evaluation. The support of the request will address the expectations and expand upon them to include such factors as teamwork/cooperation, customer service, improvements in existing procedures, and special achievements/recognition. The Department Head/Constitutional Officer may be required to present the justification in a formal meeting with the County Administrator.

2. Employees for whom the request is made must have no individual performance factor rating below "Exceeds Standards" on any job performance element and must have an overall rating of "Outstanding".3. Up to 20% of the total number of permanent employees within the general government may receive an "Outstanding" merit increase contingent upon the approval of the County Administrator and the availability of funds.4. While budget limitations may require adjustments of proposed merit pay increases, such limitations will not influence the evaluation rating given to an employee.E. An employee who receives an overall performance rating of "Meets Standards" or above and whose salary is at, or above, the top of the salary range may receive a lump sum merit bonus corresponding to the overall job performance rating and contingent upon the availability of funds, consistent with section D above. Such employee shall receive the lump sum merit bonus only, and no increase in base salary.F. Probationary Employees1. New HiresA. A newly hired employee who has not completed the probationary period by July 1 shall not be eligible to receive a merit increase until the completion of the next performance cycle.2. PromotionsA. Upon promotion within the same department, a permanent status employee who is required to complete a new probationary period, and who has received an overall job performance rating of at least "Meets Standards", shall be

eligible to receive a merit increase.

- B. Upon promotion to a different department, a permanent status employee who is required to complete a new probationary period shall be eligible to receive a merit increase on July 1 following the successful completion of the new probationary period.

3. Lateral Transfers

- A. Upon lateral transfer within the same department, a permanent status employee who is required to complete a new probationary period, and who has received an overall job performance rating of at least "Meets Standards", shall be eligible to receive a merit increase.
- B. Upon lateral transfer to a different department, a permanent status employee who is required to complete a new probationary period shall be eligible to receive a merit increase on July 1 following the successful completion of the new probationary period.

4. Demotion

- A. Upon demotion within the same department, a permanent status employee who is required to complete a new probationary period, and who has received an overall job performance rating of at least "Meets Standards", shall be eligible to receive a merit increase.
- B. Upon demotion to a different department, a permanent status employee who is required to complete a new probationary period shall be eligible to receive a merit increase on July 1 following the successful completion of the new probationary period.

XII. Use of Evaluations

Results of performance evaluations may be used as a basis for determining training, awards, merit pay, reassigning, promoting, transferring, reduction in grade, retaining and terminating employees.

XIII. Records

- A. The completed performance evaluation forms will be maintained in the employee's

personnel file located in the Department of ~~Personnel~~ Human Resources. Retention of these documents will be in accordance with the County Personnel Policy. If used, self-evaluation forms are not to be included in the employee's personnel file.

B. All completed Fauquier County employee performance evaluation forms are confidential and are to be made available only to:

1. The employee evaluated.
2. An individual or representative whom the employee has designated in a written statement for release of information.
3. The evaluator and supervisors directly in the chain of authority above the employee and the Department Head/Constitutional Officer.
4. The County Administrator or designated representative.
5. A supervisor who is considering accepting the employee for a promotion/transfer.
6. The Director of ~~Personnel~~ Human Resources or designated representative.

XIV. **Program Evaluation**

Periodic evaluation of the effectiveness of the County Performance Evaluation System will be conducted to determine whether it meets the needs of the organization, management and employees, and whether it complies with pertinent laws and regulations. As a result of the program evaluation, action will be taken, as necessary, to refine, alter, or otherwise improve the system. Copies of such evaluation reports will be available for review by all employees, supervisors and management officials of the County.

XV. **Compliance with Equal Employment Opportunity Guidelines**

Because performance evaluations can be used as a factor in making personnel decisions such as pay, promotion, awards, transfer, demotion, suspension, training or termination, the employee performance evaluation system must comply with applicable equal employment opportunity guidelines. Consistency in treating all employees in the same manner is essential. Factors such as race, color, creed, political or religious affiliation or opinion, age, handicap, national origin, sex, marital status, pregnancy, or any other non-merit factor will not influence how employees are evaluated and rated.

A RESOLUTION DIRECTING THE COUNTY ADMINISTRATOR TO SCHEDULE A PUBLIC HEARING ON PROPOSED ORDINANCE AMENDING THE CODE OF FAUQUIER COUNTY BY ADDING SECTION 15-20 REQUIRING APPLICANTS FOR CONCEALED WEAPONS PERMITS TO SUBMIT TO FINGERPRINTING TO OBTAIN THE APPLICANT'S CRIMINAL HISTORY RECORD

Ms. McCamy moved to adopt the following resolution. Mr. Atherton seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

RESOLUTION

A RESOLUTION DIRECTING THE COUNTY ADMINISTRATOR TO
SCHEDULE A PUBLIC HEARING ON AMENDING THE FAUQUIER
COUNTY CODE TO ADD SECTION 15-20 REQUIRING APPLICANTS
FOR CONCEALED WEAPONS PERMITS TO SUBMIT TO FINGERPRINTING
TO OBTAIN THE APPLICANT'S CRIMINAL HISTORY RECORD

WHEREAS, Section 18.2-308 of the Code of Virginia permits a locality to adopt an ordinance to require applicants for Concealed Weapons Permits to submit to fingerprinting for the purpose of obtaining criminal history record information; and

WHEREAS, the Fauquier County Sheriff has requested that the Board of Supervisors consider the adoption of an ordinance to require applicants for Concealed Weapons Permits to submit to fingerprinting; and

WHEREAS, the Board of Supervisors, by the adoption of this resolution, has determined it to be in the best interest of the citizens to hold a public hearing to receive citizen comment on the proposed ordinance; now, therefore, be it

RESOLVED by the Board of Supervisors of Fauquier County this 17th day of April 2000, That the County Administrator be, and is hereby, directed to schedule a public hearing to receive citizen comment on the proposed amendment to the Fauquier County Code to add Section 15-20.

A RESOLUTION TO FORWARD AMENDMENTS TO SECTION 6-102(11) OF THE FAUQUIER COUNTY ZONING ORDINANCE TO PROHIBIT PARKING OF COMMERCIAL VEHICLES WITH A CAPACITY OF GREATER THAN ONE AND ONE-HALF TON AND TRACTOR TRAILERS ON PARCELS OF FIVE OR FEWER ACRES IN THE RA AND RC ZONES TO THE PLANNING COMMISSION FOR PUBLIC HEARING

Mr. Atherton moved to adopt a resolution to forward to the Planning Commission a proposed amendment to Section 6-102(11) of the Zoning Ordinance to prohibit parking of commercial vehicles with a capacity of greater than one and one-half ton and tractor trailers on parcels of five or fewer acres. Mr. Weeks seconded.

After discussion, Ms. McCamy amended the motion to forward a request to further restrict

parking of commercial vehicles and tractor trailers on parcels of two or fewer acres. Mr. Atherton seconded, and the vote for the motion was 4 to 1 as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy

Nays: Mr. Raymond Graham

Absent During Vote: None

Abstention: None

The vote for the original motion to adopt the following resolution was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

RESOLUTION

A RESOLUTION TO FORWARD AMENDMENTS TO SECTION 6-102(11)

OF THE FAUQUIER COUNTY ZONING ORDINANCE TO

THE PLANNING COMMISSION FOR PUBLIC HEARING

WHEREAS, the Board of Supervisors desires to amend Section 6-102(11) of the Fauquier County Zoning Ordinance to further restrict parking of commercial vehicles with a capacity of greater than one and one-half ton and tractor trailers on parcels of two or fewer acres in RA and RC zones; and

WHEREAS, the Board desires other amendments to this section with respect to setbacks and parking; and

WHEREAS, a proposed amendment to the Ordinance has been prepared, and the Board desires that this proposed amendment be forwarded to the Planning Commission for consideration and public hearing; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 17th day of April 2000, That the proposed amendments to Section 6-102(11) be forwarded to the Planning Commission for consideration and public hearing.

APPOINTMENTS

By unanimous consent, the following appointments were approved:

Bealeton/Opal/Remington Service District Planning Committee:

William C. Lowry, III

Gerald A. Billingsley

Randy A. McMillan

Jan Hart

Jim Helm

Reason Mill

Warren Early

Perry Morris

Ed Colgan

Charles Fishback

Charles Rose

Susan Eicher

Richard Jenkins

James VanLuven

John Meadows

Barbara Green

Bruce Richardson

George Muschamp

Laurence Mason

Virginia Dorkey

Serf Guerra

SUPERVISORS TIME

- Mr. Winkelmann announced that Kaye Oldaker, Physical Education Teacher at Warrenton Middle School, had won an award for physical education.

- Mr. Winkelmann asked the Supervisors to consider changing the quarterly public information meetings from the first Monday to avoid a conflict with the School Board's meeting.
- Mr. Weeks announced that a regional committee might be formed of chairman of Loudoun, Clarke, Prince William, Stafford and Fauquier Counties. The committee would meet quarterly to discuss regional issues such as transportation, planning, boundary planning, lobbying strategy, and other issues that may arise.
- Mr. Lee announced that the County had received the Distinguished Budget Award from the Government Finance Officers Association.
- Mr. Lee reminded the citizens that the Board of Supervisors would be meeting once during the months of June, July and August.

PROPOSED FEE OF \$125.00 FOR PROCESSING TAX EXEMPT APPLICATIONS

A public hearing was held to consider implementing a proposed fee of \$125.00 for processing application for tax exempt status. No one spoke. The public hearing was closed. Mr. Winkelmann moved to table the decision until the May 1, 2000 meeting. Ms. McCamy seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

FAUQUIER COUNTY CODE AMENDMENT – CHAPTER 12

A public hearing was held to consider amending Chapter 12 of the Fauquier County Code to consider permitting the Commissioner of the Revenue to charge a fee of up to \$20.00 for applications to issue a business license where no license is required by the Code. No one spoke. The public hearing was closed. Mr. Winkelmann moved to table the decision until the May 1, 2000 meeting. Ms. McCamy seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

FY 1999 LOCAL LAW ENFORCEMENT BLOCK GRANT FUNDS

A public hearing was held to receive citizen comments regarding the use of FY 1999 local law enforcement block grant funds in the amount of \$14,399. No one spoke. The public hearing was closed. Mr. Winkelmann moved to adopt the following resolution. Ms. McCamy seconded, and the vote for the motion was unanimous as follows:

Ayes: Mr. Larry L. Weeks; Mr. Joe Winkelmann; Mr. Harry Atherton; Ms. Sharon McCamy; Mr. Raymond Graham

Nays: None

Absent During Vote: None

Abstention: None

RESOLUTION

A RESOLUTION TO AUTHORIZE THE SHERIFF'S OFFICE TO

ACCEPT FY 1999 LOCAL LAW ENFORCEMENT BLOCK GRANT FUNDS

WHEREAS, Fauquier County has been awarded FY 1999 Local Law Enforcement Block Grant Funds in the amount of \$14,399; and

WHEREAS, a requirement of the grant is for the local recipient of the funds to provide a matching grant in the amount of \$1,600; and

WHEREAS, the Public Safety Committee and the Board's Finance Committee have approved application of the grant as well as the local match funds; and

WHEREAS, the Board of Supervisors held a public hearing on April 17, 2000 to receive citizens' comments regarding the use of the block grant funds; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 17th day of April 2000, That the Sheriff's Office be, and is hereby, authorized to accept FY 1999 Local Law Enforcement Block Grant funds on behalf of Fauquier County.

With no further business, the meeting was adjourned.